

MADERA COUNTY

DEPUTY PROBATION OFFICER I DEPUTY PROBATION OFFICER II/III

DEFINITION

Under general supervision (Deputy Probation Officer I) or direction (Deputy Probation Officer II/III), to investigate cases of juvenile and adult application for probation; to investigate cases of juvenile delinquency and dependency; to counsel probation applicants; to monitor the activities of individuals on probation; and to do related work as required.

SUPERVISION EXERCISED

Deputy Probation Officer I

Exercises no supervision.

Deputy Probation Officer II/III

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Deputy Probation Officer I--This is the entry and training level in the Deputy Probation Officer class series. Positions at this level usually perform most of the duties required of the positions at the Deputy Probation Officer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Incumbents generally carry a small caseload of non-complex cases while they develop their skills and abilities in probation work. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Deputy Probation Officer II/III--These are the journey level classes in the Deputy Probation Officer class series. Positions at these levels are distinguished from the Deputy Probation Officer I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Incumbents generally carry a complete caseload of a wide range of probation work. Positions at these levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Deputy Probation Officer II level are normally filled by advancement from the Deputy Probation Officer I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Deputy Probation Officer II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides guidance and counseling to probationers; ensures that terms and conditions of probation are compiled with; assesses probationer needs and develops and conducts treatment plans designed to achieve rehabilitation; advises parents, school authorities, and social organizations regarding the progress and needs of probationers; assists with the conduct of pre-court case investigations; prepares petitions, court reports, and social case histories as necessary; assists with the development and presentation of evidence in cases where trials have been requested; researches case law and interprets statutes; continually evaluates performance of probationers; develops and makes recommendations for rehabilitation programs; arrests, takes into custody, and transports persons found to be in violation of terms of probation; assists with intake assignments; collects urine samples for drug testing; participates in surveillance and undercover operations; conducts searches of probationers and property; execute search warrants; prepares periodic court reports on the progress, development, and needs of probationers; may develop recommendations for the dismissal of cases when satisfactory adjustments or restitution has been achieved; performs delinquency prevention duties including crisis intervention, counseling, speaking, and working with local agencies and groups; assist mental health staff with the preparation and presentation of parenting and drug abuse classes; provides some work direction and training for other staff.

OTHER JOB RELATED DUTIES

May perform a variety of specialized probationary duties including serving on the Narcotics Enforcement Team, Gang Task Force, or as the Court School Day Probation Officer as assigned; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Deputy Probation Officer I

Knowledge of:

Basic principles of applied psychology.
Interviewing and counseling techniques.

Skill to:

Learn to operate firearms and other modern law enforcement equipment.
Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Learn to develop information for the assessment of probation cases.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those affecting adult and juvenile probation work.

Learn modern law enforcement methods and procedures relating to apprehension, arrest, and search and seizure.

Successfully complete CORE training for entry level probation officers.

Analyze investigation reports, draw appropriate conclusions, and develop recommendations.

Effectively work with assigned probation cases.

Develop and prepare a variety of records and reports.

Meet and deal with the public tactfully and effectively.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some work experience within the probation or court system.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, psychology, or a related behavioral or social science field.

License or Certificate:

Ability to successfully complete the requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Ability to successfully complete the Probation Officer Basic Academy.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, climb, and lift 50 lbs.; exposure to outdoors, chemicals, infectious diseases, and potentially hostile and violent situations; ability to travel to different sites and locations; availability for shift work.

Deputy Probation Officer II/III

In addition to the qualifications for a Deputy Probation Officer I:

Knowledge of:

Principles and findings of normal and abnormal psychology and their relation to the causes, extent, and control of crime and delinquency.

Principles of probation and social casework.

Types and services of public and private agencies available to probationers.

Special problems and needs of juvenile probationers.

Modern law enforcement methods and procedures relating to apprehension, arrest, and search and seizure.

Pertinent Federal, State, and local laws, codes, and regulations including those relating to search and seizure and those affecting adult and juvenile probation work.

Skill to:

Operate firearms and other modern law enforcement equipment.

Ability to:

Develop information for the assessment of probation cases.

Analyze investigation reports, draw appropriate conclusions, and develop recommendations.

Effectively work the full range of probation cases independently.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

II Level: One year of increasingly responsible work experience comparable to that of a Deputy Probation Officer I with Madera County.

III Level: Two years of increasingly responsible work experience comparable to that of a Deputy Probation Officer I/II with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, psychology, or a related behavioral or social science field.

License or Certificate:

Completion of requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Completion of Probation Officer Basic Academy.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, climb, and lift 50 lbs.; exposure to outdoors, chemicals, infectious diseases, and potentially hostile and violent situations; ability to travel to different sites and locations; availability for shift work.

Effective Date: May, 1995

September, 2007 – Experience & Training Guidelines amendment